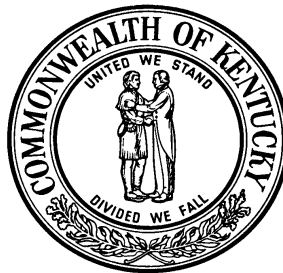


**REPORT OF THE AUDIT OF THE
METCALFE COUNTY
CLERK**

**For The Year Ended
December 31, 2006**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
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EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE METCALFE COUNTY CLERK

**For The Year Ended
December 31, 2006**

The Auditor of Public Accounts has completed the Metcalfe County Clerk's audit for the year ended December 31, 2006. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

Financial Condition:

Excess fees increased by \$6,737 from the prior year, resulting in excess fees of \$9,485 as of December 31, 2006. Revenues increased by \$169,061 from the prior year and expenditures increased by \$162,324.

Report Comment:

The County Clerk's Office Lacks Adequate Segregation Of Duties

Deposits:

The County Clerk's deposits were insured and collateralized by bank securities.

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CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Metcalfe County, Kentucky, for the year ended December 31, 2006. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2006, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated March 5, 2008 on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



The Honorable Greg Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The County Clerk's Office Lacks Adequate Segregation Of Duties

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Metcalfe County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

March 5, 2008

METCALFE COUNTY
CAROL ENGLAND, COUNTY CLERK
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2006

Revenues

State Fees For Services		\$	4,633
Fiscal Court			13,132
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	243,966	
Usage Tax		571,487	
Tangible Personal Property Tax		587,073	
Overpayments		2,252	
Other-			
Marriage Licenses		2,208	
Occupational Licenses		160	
Deed Transfer Tax		21,766	
Delinquent Tax		41,560	1,470,472
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts		12,944	
Real Estate Mortgages		12,812	
Chattel Mortgages and Financing Statements		31,140	
All Other Recordings		14,048	
Charges for Other Services-			
Copywork		13,422	84,366
Other:			
Miscellaneous			6,326
Interest Earned			2,878
Total Revenues			1,581,807

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY
 CAROL ENGLAND, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2006
 (Continued)

Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	182,590	
Usage Tax		554,341	
Tangible Personal Property Tax		228,976	
Refunds		2,060	
Licenses, Taxes, and Fees-			
Delinquent Tax		11,636	
Legal Process Tax		8,608	
Affordable Housing Fund		4,590	\$ 992,801

Payments to Fiscal Court:

Tangible Personal Property Tax	35,664	
Delinquent Tax	3,493	
Deed Transfer Tax	20,678	
Occupational Licenses	63	59,898

Payments to Other Districts:

Tangible Personal Property Tax	298,950	
Delinquent Tax	22,309	321,259

Payments to Sheriff

400

Operating Expenditures:

Personnel Services-	
Deputies' Salaries	85,815
Employee Benefits-	
Employer's Share Social Security	11,323
Contracted Services-	
Printing and Binding	479
Computer Lease	7,165
Copier Lease	2,285
Materials and Supplies-	
Office Supplies	3,592
Office Equipment	1,607

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY
 CAROL ENGLAND, COUNTY CLERK
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2006
 (Continued)

Expenditures (Continued)

Operating Expenditures:

Other Charges-

Conventions and Travel	\$	3,356	
Postage		2,747	
Miscellaneous		<u>3,352</u>	\$ <u>121,721</u>

Total Expenditures			\$ <u>1,496,079</u>
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Net Revenues			85,728
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Less: Statutory Maximum			<u>69,341</u>
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Excess Fees			16,387
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Less: Expense Allowance		3,600	
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Training Incentive Benefit		<u>3,302</u>	<u>6,902</u>
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Balance Due Fiscal Court at Completion of Audit*			<u>\$ 9,485</u>
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*Note: The County Clerk presented a check to the County Treasurer for the balance due fiscal court on October 29, 2007.

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2006

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2006 services
- Reimbursements for 2006 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2006

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

METCALFE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2006
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost-sharing, multiple-employer, defined benefit pension plan that covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 10.98 percent for the first six months and 13.19 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the County Clerk's deposits may not be returned. The County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2006, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

METCALFE COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2006
 (Continued)

Note 4. Leases

The County Clerk's office was committed to the following lease agreements as of December 31, 2006:

Item Purchased	Monthly Payment	Term Of Agreement	Ending Date	Principal Balance December 31, 2006
Copier	\$ 189.56	42 months	5/15/07	\$ 974
Computers	\$ 397.09	36 months	11/18/08	\$ 8,736

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive
The Honorable Carol England, Metcalfe County Clerk
Members of the Metcalfe County Fiscal Court

Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Metcalfe County Clerk for the year ended December 31, 2006, and have issued our report thereon dated March 5, 2008. The County Clerk's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Metcalfe County Clerk's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metcalfe County Clerk's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Metcalfe County Clerk's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying comment and recommendation to be a significant deficiency in internal control over financial reporting.

- The County Clerk's Office Lacks Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider the significant deficiency described above to be a material weakness.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Metcalfe County Clerk's financial statement for the year ended December 31, 2006, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the Metcalfe County Fiscal Court, and the Kentucky Governor's Office for Local Development and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

March 5, 2008

COMMENT AND RECOMMENDATION

METCALFE COUNTY
CAROL ENGLAND, COUNTY CLERK
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2006

INTERNAL CONTROL – SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The County Clerk's Office Lacks Adequate Segregation Of Duties

During our review of internal controls we noted the County Clerk's office lacks adequate segregation of duties over the receipts process. To strengthen internal controls in her office, the County Clerk performs compensating controls over receipts; however, this is not documented. To offset this internal control weakness, we recommend the County Clerk initial the daily checkout sheet, the daily deposit, the receipts ledger, and monthly bank reconciliation when she performs her review of these documents. In addition, we recommend that the County Clerk document the surprise cash counts and the reconciliation of recordings to the receipts that she has been performing.

The County Clerk prepares, signs, and posts all disbursement checks that are written out of her office. In an effort to help strengthen internal controls, we recommend that she delegate these duties to other employees within her office. Once the County Clerk delegates the duties to her employees that she has been performing herself, she should then perform compensating controls over those duties. She can accomplish this by examining checks prepared by another employee and comparing them to invoices or monthly reports to taxing districts. In addition, she can review the bank reconciliation that is prepared by another employee and compare it to the balance in the checkbook. Any differences should be reconciled. When checks are prepared, the deputy clerk and the county clerk should review the documentation that supports the check and both should sign them. The County Clerk can document this process by initialing invoices, monthly reports, bank reconciliations, disbursements ledger, and the balance in the checkbook.

County Clerk's Response: Segregation of duties actually means small staff doing numerous duties. Due to Metcalfe County being a small county, we will always lack segregation of duties according to the state auditor standards.

We have compensating controls in place and all documents and accounts are reconciled.

I prepare, sign, and post checks and feel this is the best compensating control I could put in place for disbursements. If I am absent, two deputies must sign. It would be counterproductive for a deputy to co sign my signature. They are employed by me and would do what I asked them to do as their employer.

This audit confirms that all fees collected in my office have been accounted for, and this is the true purpose of all audits.

Auditor's Reply: Segregation of duties is an issue that many fee officials face due to staffing levels. We, along with the Governor's Office for Local Development, are available to discuss with any local official specific compensating controls that can be implemented based on specific situations.

